

HUMAN RESOURCES

December 2018

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[Top 5 Things to Watch](#)

- [Payroll Calendar](#) – Be aware of due dates for the submission and reporting of time and attendance. Remember, if you approve the time sheet, you are confirming the employee worked the hours submitted.
- Leave Requests – At this time of the year you may see an increase in the number of leave requests from your staff. Before approving a leave request, confirm the employee has the leave available to take. Also, make sure that your area is adequately staffed during the period of absence. As a supervisor, vacation leave is subject to your approval.
- [Board Rules/APMs](#) – We all have a responsibility to be knowledgeable of the rules and policies that govern the College. If you are about to implement a change in your processes, be sure to review the Board Rules/APMs for policy compliance.
- Filling a Vacancy – It takes approximately 2-3 months to fill Administrative/Professional/Career positions and 4 months to fill faculty positions. If you know a member of your team is leaving, do not delay in beginning the hiring process.
- Help is Available – Human Resources has created a [Manager Resources](#) page with links to many helpful supervisor processes. The HR Training and Organizational Development team's [site](#) has information on myFSCJ, professional development, certificate programs, Mentor Commons, and much more. Need more in-depth help? Reach out to the appropriate [HR Team](#). We're here to support you.

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[Manager Resources](#)

Human Resources developed the [Manager Resources](#) page to assist with the very important task of supervising employees. Resources available include a Checklist for Onboarding of New Employees, a Guide to My Manager Tasks, and much more. The most recent addition is [Exiting Employees – Information for Supervisors](#). This information augments the [Clearance Form](#) by providing more detailed information on the steps to be taken to complete each identified element of the form.

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[Florida Minimum Wage Increase](#)

Florida is raising its minimum wage to \$8.46 an hour, up 21 cents from \$8.25. The increase will go into effect January 1, 2019. FSCJ employees who are affected will see the new rate reflected in their check on January 23, 2019.

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[Part-Time Hours Worked](#)

Part-time employees should not exceed 28 hours worked per week in accordance with Board Rule 3.3 8(b), Pay Plan. In conjunction with not exceeding 28 hours per week, part-time employees are limited to working no more than 130 hours in a calendar month. Any exception to the 28 hours per week or the 130 hours in a month must be authorized in advance and approved by the supervising administrator and the Chief Human Resource Officer.

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[Foundations of Management](#)

More than 250 supervisors have taken Foundations of Management as part of the Management at FSCJ Certificate program. This course focuses on the tasks that supervisors must complete within myFSCJ. It is especially beneficial to new supervisors as it helps them to manage employee issues and requests, assign schedules, approve time sheets and leave requests, along with a variety of other essential functions of an FSCJ supervisor. New supervisors, or those who have not taken the class, are strongly encouraged to sign up for an upcoming Foundations of Management course. Contact hrtraining@fscj.edu to sign up or for more information.

Date	Time	Campus	Topic	Class Number
Thursday, January 17	9 a.m. – noon	Downtown	AFPD 5219 – Foundations of Management	6490
Wednesday, February 13	1 p.m. – 4 p.m.	Downtown	AFPD 5219 – Foundations of Management	6491
Thursday, March 28	1 p.m. – 4 p.m.	South	AFPD 5219 – Foundations of Management	6492

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